

## Checklist- Advance Degree Licensure

- **Application ([State Form 9331](#))** – Complete the Application for Indiana Teaching, Administration, or School Service License. Be sure to complete the Criminal History information and sign the application or your materials will be returned. Mark *original* on State Form 9331 and in parentheses write *advanced degree*. Be sure to list the subject area for which you are applying in Section A.
  - Mild Intervention  
(Learning Disabled,  
Mildly Mentally  
Handicapped,  
Seriously Emotionally  
Handicapped)
  - Intense Intervention  
(Seriously  
Emotionally  
Handicapped, Severe  
Disabilities, Physically  
Handicapped)
  - Blind and Low Vision
  - Deaf and Hard of  
Hearing
  - Mathematics
  - Chemistry
  - Earth/Space Science
  - Life Science
  - Physical Science
  - Physics
  - English as a New  
Language
  - Any World Language
  - Technology Education  
(formally known as  
Industrial  
Technology)
  - Computer Education
  - Business Education
- **Evaluation Fee** – All applicants must be evaluated for license eligibility. Please send a \$35 money order or Cashier's Check made payable to the State of Indiana for your evaluation. Do not send cash or personal check. **All fees are non-refundable.**
- **License Fee** – If you qualify for licensure, you will be sent an evaluation letter confirming your eligibility and requesting a \$35 licensing fee. Please send a **copy** of this letter and a \$35 money order or Cashier's Check made payable to the State of Indiana. Do not send cash or personal check. **All fees are non-refundable.**
- **CPR Certification** - Attach a copy of a valid adult/child CPR / Heimlich maneuver certification. A list of our approved providers can be found at [www.doe.state.in.us/dps/cpr\\_certification.html](http://www.doe.state.in.us/dps/cpr_certification.html).
- **Official Transcripts** – Official transcripts must bear the Registrar's seal and/or signature, the degree, and date conferred. Provide transcripts of ALL completed course work at ALL institutions attended. Transcripts must be included with your license packet. Do

NOT order transcripts to be sent directly to the Office of Educator Licensing and Development.

- **Foreign Credentials Evaluation Report** – You must obtain an official evaluation report which translates your non-U.S. course work into U.S. equivalents. Contact [Educational Credential Evaluators](#) or [World Education Services](#) to obtain this report. NOTE: The Office of Educator Licensing and Development **will not** evaluate your credentials without this report.
- **Instructional Educational Experience** – Verify at least one (1) year of teaching experience in a middle school, junior high, or high school setting, as defined in 515 IAC 9-1-16(c) in any school as defined by 515 IAC 9-1-16(a)(1) or 515 IAC 9-1-16(a)(2); or at least one (1) academic year of classroom teaching experience in a regionally accredited postsecondary educational institution as defined by the institution. Applicants must submit an original letter on letterhead from the chair or head of the department where the classroom teaching experience was completed verifying the completion of at least one (1) academic year of classroom teaching experience.
- **Official PRAXIS score reports** – Successfully complete Praxis I and Praxis II through Educational Testing Service (ETS). A list of the current tests and cut-off scores can be found at [http://www.doe.state.in.us/dps/beginningteachers/testing/licensing\\_tests-0809.pdf](http://www.doe.state.in.us/dps/beginningteachers/testing/licensing_tests-0809.pdf). To obtain information on how to sign up for the exams, visit the ETS website at [www.ets.org](http://www.ets.org). Official score reports of the PRAXIS test scores should be sent directly from ETS. Please include a note if you have sent your test scores directly from ETS and a copy of your examinee score report.

Mail application packet to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798